



## Roadmap for Washington State Financial and Administrative Policies, Process and Systems

### As-Is Business Process Model Focus Group Grant Management

November 29, 2005 8:00 – 12:00

#### AGENDA

1. Welcome and introductions	8:00	Kathy
2. Project background and update	8:05	Kathy
3. Business process modeling overview <ul style="list-style-type: none"> <li>Objectives for the As-Is focus group are to understand what we do and why</li> <li>Collect enough detail to identify problems with the current policies and process, and opportunities for improvement</li> <li>Modeling methodology will focus on entities, inputs, outputs, events, data and constraints</li> </ul>	8:15	John
4. Your Roles and Responsibilities <ul style="list-style-type: none"> <li>Attend As-Is, Could-Be, and Wrap-Up sessions</li> <li>Provide information about business processes</li> <li>Communicate agency needs</li> <li>Be willing to explore change and standardization</li> <li>Exchange questions/issues/feedback with your agency</li> <li>Review and provide timely feedback on focus group results</li> </ul>	8:25	John
5. Discuss and refine the scope of the grant management process	8:30	Susan
6. Discuss and refine the business objectives for the grant management process	8:40	Susan
7. Review and refine the straw-man process models for grant management <ul style="list-style-type: none"> <li>Do all agencies share these basic objectives, inputs, outputs, and processes?</li> <li>What's unique in your agency and why?</li> <li>What tools are available? What portions of the process do they support?</li> </ul>	8:50	Colleen
BREAK	9:50	
8. Review and refine the straw-man process models for subgrant management <ul style="list-style-type: none"> <li>Do all agencies share these basic objectives, inputs, outputs, and processes?</li> <li>What's unique in your agency and why?</li> <li>What tools are available? What portions of the process do they support?</li> </ul>	10:00	Colleen
9. Challenges and Opportunities <ul style="list-style-type: none"> <li>What are the challenges with the current process?</li> <li>What opportunities are there for improvement?</li> </ul>	11:30	Susan
10. Next steps <ul style="list-style-type: none"> <li>Review updated As-Is models and best practice research (coming to you soon!)</li> <li>Could-Be session, 12/7 at 1 pm, Point Plaza Tumwater Design Room (3rd floor)</li> <li>Follow-up session, 12/20 at 9 am, Point Plaza Training Room (1<sup>st</sup> floor)</li> <li>Process Check</li> </ul>	11:50	Kathy



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#### **Definition per SAAM Glossary**

<http://www.ofm.wa.gov/policy/glossary.htm>

Awards of financial assistance, including cooperative agreements, in the form of money, or property in lieu of money, to an eligible grantee. The term does not include technical assistance which provides services instead of money, or other forms of assistance such as revenue sharing, loans, loan guarantees, interest subsidies, insurance or direct appropriations. Also, the term does not include assistance, such as fellowship or other lump sum awards, which the grantee is not required to account for. Refer to CAPITAL GRANTS and OPERATING GRANTS.

#### **DRAFT Scope**

The process of acquiring grant funding from federal, state or other sources, expending grant funds in support of program objectives, requesting reimbursement, reporting grant activities to funding authorities, and evaluating the effectiveness of grant programs. The process also includes all steps necessary to make and monitor awards to subgrantees.

#### **DRAFT Business Objectives**

Leverage grant funding opportunities to support state program objectives.

Demonstrate accountability for grant funds.

Comply with state and grantor laws and rules.

Monitor and measure achievement of grant program results.

#### **Handouts:**

1. *Roadmap* Business Process Model and Business Initiatives Chart
2. The special *Roadmap* edition of *The Connection*
3. Grant Management As-Is Straw Man Process
4. Model Legend
5. Components of the Business Process
6. Assumptions on Common Process and Agency Variations